

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 100

SUBJECT: Secretarial, Administrative and Clerical
Personnel

This notice supersedes General Notice No. 75 and updates a policy within the Office of Research and Development for the handling of secretarial, administrative, and clerical personnel. This policy is in accordance with Agency regulations and directions issued by the Office of Personnel and the Directorate of Science and Technology.

a. The Special Panel reporting to the chairman of the ORD Career Service Panel shall be responsible for recommending career management actions for all administrative and clerical personnel as well as all secretaries in grades GS-07 and below in the "R" Career Service assigned to the Office of Research and Development; for secretarial personnel in grades GS-08 and above, the responsibility for ranking, assignment and promotion is shared with the DD/S&T Senior Secretarial Career Service Panel.

b. The Special Panel/ORD shall be responsible for the establishment of secretarial and clerical requirements and for initial assignment of such personnel at the GS-07 level and below. The DD/S&T Senior Secretarial Career Service Panel will be responsible for reviewing and ranking, as well as recommending promotions and assignments of senior secretarial personnel to positions of GS-08 and above.

c. Current Agency personnel policy does not permit selection of clerical or stenographic personnel from the clerical "pool." Stenographic and clerical requirements in grades GS-07 and below are filled by qualified personnel assigned by the Office of Personnel

or through the Vacancy Notice system. Secretarial vacancies in grades GS-08 and above will be the responsibility of the ORD Special Panel with counsel from the DD/S&T Senior Secretarial Career Service Panel. (Normally such counsel will consist of providing lists of eligible candidates.)

d. In general, when a GS-07 secretarial vacancy occurs, the responsible Division Chief shall review the files of all eligible secretaries within ORD. Candidates for the position may be interviewed by the Division Chief. The Division Chief shall inform the Special Panel, through the Chief, Support Branch, ORD of his selection. The Special Panel will then review this proposed action and make recommendations to the Director/ORD. If the Division Chief determines that no ORD personnel are suitable for the position, he shall so inform the Chief, Support Branch, ORD, who will then circulate a vacancy notice through the Personnel Officer/DD/S&T for applicants from other components.

e. When a vacancy occurs for a secretarial position at grade GS-08 or above, the supervisor of that position will review files of candidates provided by the Senior Secretarial Career Service Panel. Final selection of senior secretaries will be made from this list of candidates by the supervisor of the vacant position.

f. Transfer (HN 20-416 Internal Transfers)

(1) A GS-07 Secretary Steno who wishes to be considered for a GS-08 position may submit a request for consideration to the Office of Personnel in a sealed envelope when these vacancies occur. Likewise, employees may apply for specific vacancies or they may submit their names to the Senior Secretarial Career Service Panel as candidates for future vacancies. Applications are to be sent to the Executive Secretary, SSCSP/DDS&T.

(2) Individuals are informed of vacant positions either by telephone or formal notices which are circulated to all ORD Divisions.

(3) Secretarial or clerical personnel who wish a transfer to another component in the Agency may request that their files be "shopped" by the Office of Personnel.

(4) Nothing in the procedures outlined above should be construed as a restriction on an employee applying directly to a component advertising a vacancy. Employees may apply directly, without reference to the current supervisor or ORD/Support Branch for consideration for a vacant position. Should an ORD employee be accepted for transfer, release dates will be arranged to the mutual satisfaction of the employee and the losing and gaining components.

g. Promotions

(1) Promotions for secretarial and clerical personnel are made according to the promotion schedule for secretarial and clerical personnel. Recommendations for promotion to GS-07 and below as well as clerical (non-secretarial) positions at the GS-08 level and above should be sent to the Chairman, Special Panel/ORD through the Chief, Support Branch, ORD. Recommendations for promotion of senior secretarial personnel to grades GS-08 and above should be sent to the Chairman, DD/S&T Senior Secretarial Career Service Panel through the head of the ORD Career Service Panel.

(2) Supervisors are encouraged to prepare recommendations for promotion of qualified secretaries. Recommendations for promotion of GS-07

secretaries to GS-08 will be part of the consideration of individuals by the SSCSP when vacancies with headroom occur.

(3) Vacancy notices are to be made available to all eligible individuals. For secretarial and clerical positions at grades GS-08 and above, applicants may be either at the grade level of the vacancy or not more than one grade below the grade level of the vacancy.

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Director
of
Research and Development